

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
DECEMBER 1 – 5, 2014**

MONDAY, DECEMBER 1, 2014

- | | | |
|-----------|---------------------------------------|---|
| *10:00 am | Transportation Coordinating Committee | GB Metro Transportation Center
901 University Ave. |
| *12:30 pm | Solid Waste Board | Port & Resource Recovery
2561 S. Broadway |

TUESDAY, DECEMBER 2, 2014

- | | | |
|-----------|---|---|
| *12:00 pm | Nicolet Federated Library System Board of Directors | 3 rd Floor Mtg. Room, Central Library
515 Pine Street |
|-----------|---|---|

WEDNESDAY, DECEMBER 3, 2014

- | | | |
|-----------|--|---|
| *11:00 am | Public Safety Committee | Brown County Sheriff's Office
2684 Development Drive |
| *6:30 pm | Planning Commission Board of Directors | GB Metro Transportation Center
901 University Avenue |

THURSDAY, DECEMBER 4, 2014

- | | | |
|----------|------------------------------------|--|
| *5:15 pm | Education and Recreation Committee | Southwest Branch Library
974 Ninth Street |
| *7:00 pm | Fire Investigation Task Force | Howard Fire Station #1
2456 Glendale Ave. |

FRIDAY, DECEMBER 5, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 1, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Cole Runge	_____
Vinnie Caldara	_____	Mary Schlautman	_____
Brandon Cooper	_____	Julie Tetzlaff	_____
Mallory Cornelius	_____	Lisa VanDonsel	_____
Pat Finder-Stone	_____	Derek Weyer	_____
Kathy Hillary	_____	Tina Whetung	_____
Patty Kiewiz	_____	Genny Willemon	_____
Greg Maloney	_____	John Withbroe	_____
Barbara Natelle	_____	Vacant – BC Exec.	_____
Sandy Popp	_____	Vacant – BC Board	_____

ORDER OF BUSINESS

1. Approval of the September 8, 2014, Transportation Coordinating Committee (TCC) meeting minutes.
2. Update regarding Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2015.
3. Update regarding the status of the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.
4. Discussion regarding the State of Wisconsin Legislative Audit Bureau's audit of Medical Transportation Management, Inc. (MTM)¹.
5. Update regarding a Request for Proposals (RFP) for Green Bay Metro paratransit service providers.
6. Round robin discussion about paratransit service.
7. Other matters.
8. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

¹ MTM is the private transportation broker hired by the Wisconsin Department of Human Services to coordinate Non-Emergency Medical Transportation [NEMT] services for qualifying Medicaid and BadgerCare Plus clients.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD
*** Monday, December 1st – 12:30 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – October 20, 2014 Meeting Minutes
5. South Landfill/Resource Recovery Park Project – *Update*
6. Organics Food Waste Drop-off Program Roll Out – *Update*
7. BOW Recycling Facility Expansion and New Materials Recycling - *Update*
8. 2013 BOW Audit - *Update*
9. Recycling Compactor Building Expansion – *Update*
10. Director's Report
11. Such other Matters as Authorized by Law
12. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, December 2, 2014 at 12:00 p.m.**, at the **Brown County Central Library Meeting Room on the 3rd Floor Adjacent to NFLS Office**, 515 Pine Street, Green Bay, WI 54301.

AGENDA

1. Welcome and Introductions.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. October 7, 2014 minutes.
6. Reports:
 - 6.1 President – Cheryl Maxwell
 - 6.1a. Executive Committee Report
 - 6.1b. Proposed change of date for February NFLS Board of Trustees meeting due to Wisconsin Library Legislative Day
 - 6.2 Treasurer - Sandy Ryczkowski
 - 6.3 Personnel Committee – Miriam Erickson
 - 6.4 Director – Mark Merrifield
7. Menominee Library Update.
8. Report on Wisconsin Trustee Training Week – Jamie Matczak, NFLS Staff
9. Technology Update – John Kronenburg, NFLS Staff
10. Approve NFLS 2015 Budget.
11. System Configuration/Strategic Planning Update – Discussion of Strategic Planning Process with Bruce Smith, WiLS Community Liaison & Service Specialist.
12. Resource Library Agreement with Brown County.
13. New business.
14. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.

Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Pat La Violette, Vice Chair
Bill Clancy, Andy Nicholson, Guy Zima

PUBLIC SAFETY COMMITTEE

Wednesday, December 3, 2014

11:00 a.m.

**Brown County Sheriff's Office
2684 Development Drive, Green Bay**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 15, 2014.

Comments from the Public.

1. Review minutes of:
 - a. Criminal Justice Coordinating Board (September 17, 2014).
 - b. Fire Investigation Task Force General Membership (September 18, 2014).
 - c. Local Emergency Planning Committee – LEPC (November 11, 2014).
 - d. Brown County Traffic Safety Commission Meeting (July 17, 2014).

Communications

2. Communication from Supervisor La Violette re: To determine the reorganization of the Medical Examiner's Office – staffing, office expenses, etc. *Referred from November 6th County Board.*

Public Safety Communications

3. Budget Status Financial Report for September and October, 2014.
4. Vacant Budgeted Positions – Public Safety Communications – Office Manager I – Vacated – 10/30/14. *Referred to Public Safety & Executive Committee from November County Board.*
5. Director's Report.

Sheriff

6. Budget Status Financial Report for October, 2014.
7. Budget Adjustment Request (14-93): Any increase in expenses with offsetting increase in revenue.
8. Budget Adjustment Request (14-96): Any increase in expenses with offsetting increase in revenue.
9. Budget Adjustment Request (14-99): Any increase in expenses with offsetting increase in revenue.
10. Budget Adjustment Request (14-101): Any increase in expenses with offsetting increase in revenue.
11. Budget Adjustment Request (14-102): Any increase in expenses with offsetting increase in revenue.
12. Update on Contracted Services/Local inmate transports for 2015.
13. Resolution Supporting Participation in 2015 County-Tribal Law Enforcement Grant.
14. Sheriff's Report.

Clerk of Courts

15. Budget Status Financial Report for October, 2014.

Circuit Courts, Commissioners, Probate

16. Budget Status Financial Report for September, 2014.

Medical Examiner

17. 2014 Brown County Medical Examiner Activity Spreadsheet.

Emergency Management, District Attorney – No agenda items.

Other

18. Audit of bills.
19. Such other matters as authorized by law.
20. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 3, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Steve Grenier	_____	Scott Puyleart	_____
James Botz	_____	Mark Handeland	_____	Dan Robinson	_____
Paul Brewer	_____	Matthew Harris	_____	Debbie Schumacher	_____
Brian Brock	_____	Frederick Heitl	_____	Ray Tauscher	_____
William Clancy	_____	Phil Hilgenberg	_____	Mark Tumpach	_____
Norbert Dantine, Jr.	_____	Dotty Juengst	_____	Jason Ward	_____
Ron DeGrand	_____	Patty Kiewiz	_____	Dave Wiese	_____
Bernie Erickson	_____	John Klasen	_____	Reed Woodward	_____
Steve Gander	_____	Michael Malcheski	_____		
Adam Gauthier	_____	Ken Pabich	_____		

1. Approval of the minutes of the November 5, 2014, regular meeting of the Brown County Planning Commission Board of Directors.
2. Receive and place on file the draft minutes from the November 10, 2014, meeting of the Transportation Subcommittee.
3. **Public Hearing:** Major Amendment #1 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.
4. Discussion and approval of revisions to the Street and Highway Functional Classification System for the Green Bay Urbanized Area.
5. Review and discussion regarding Brown County Comprehensive Plan Draft Chapter 2 – Land Use (background only).
6. Director's report.
7. Brown County Planning Commission staff updates on work activities during the month of November 2014.
8. Other matters.
9. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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EDUCATION & RECREATION COMMITTEE

John Vander Leest, John Van Dyck
Corrie Campbell, Tom Katers, Staush Gruszynski

EDUCATION & RECREATION COMMITTEE

THURSDAY, December 4, 2014

5:15 p.m.

**Southwest Branch Library
974 Ninth Street, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

**** PLEASE NOTE TIME & LOCATION ****

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of October 28, 2014.

Comments from the Public

Communications

1. Communication from Supervisor Robinson re: Have Education and Recreation Committee consider raising the admission fees for out-of-county residents when special exhibit is being displayed at the Neville Museum. *Referred from November County Board.*
2. Communication from Supervisor Landwehr re: To have citation funds written by Parks Department staff, on Parks Department maintained trails, remain within the Parks Department budget. *Referred from November County Board.*

Golf Course

3. Budget Status Report for October, 2014.
4. Superintendent's Report.

NEW Zoo & Park Management

5. Park Management Budget Status Financial Report for October, 2014.
6. Request for Approval of Letter of Intent between Wisconsin Public Service Corporation and the Park Department in regard to a funding opportunity that may take place in 2017.
*The Proposed Project Plan is included for additional information.
7. Budget Adjustment Request (14-100): Any increase in expenses with an offsetting increase in revenue.
8. Field Staff Reports / Attendance Reports.
9. Assistant Park Director's Report.

10. NEW Zoo Budget Status Financial Report for October, 2014.
11. NEW Zoo Monthly Activity Report:
 - a. Operations Report:
 - i. Admissions, Revenue, Attendance Report.
 - ii. Gift Shop, Mayan Zoo Pass Revenue Report.
 - b. Curator Report.
 - c. Education & Volunteer Report.
 - d. Maintenance Report.
12. Zoo Director Report.

Museum

13. October 2014 Attendance.
14. Attendance 5-Year Span.
15. Budget Status Report for October, 2014.
16. Museum Budget by Classification.
17. Resolution re: Table of Organization Change for the Museum – Office Manager I & Technician – Research.
18. Director's Report.

Library

19. Budget Status Financial Report for October, 2014.
20. Update regarding hiring an architect for Southwest Branch Library addition. *October Motion: To refer to staff to work in conjunction with library staff including Library Board to look at what the most appropriate process would be in regard to hiring an architect.*
21. Library Report.

Resch Centre/Arena/Shopko Hall - No agenda items.

Other

22. Audit of bills.
23. Such other matters as authorized by law.
 - a. Discussion regarding January dates – Meeting currently lands on New Year's Day.
24. Adjourn.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
GENERAL MEMBERSHIP**

AGENDA

A meeting of the General Membership will be held on Thursday, December 4, 2014, at 7:00 p.m., at Howard Fire Station #1, 2456 Glendale Avenue, Green Bay, WI.

- ITEM #1. Adoption of Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Task Force Activities.
- ITEM #4. Information from Board of Directors Meeting.
- ITEM #5. Old Business.
- ITEM #6. New Business.
- ITEM #7. Juvenile Firesetter Business.
- ITEM #8. Other Business.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Training.

The BCFITF General Membership welcomes anyone interested in becoming a member. **Please post for your fellow firefighters and officers to read.**




Joe Gabe
President/Coordinator
BCFITF General Membership

NOVEMBER 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 	3	4	5	6 Board of Sup Budget Mtg 9:00 am	7	8
9 	10	11	12	13	14	15
16 	17	18 Vets Recognition Subcommittee 5:00 pm	19 Board of Supervisors Veto Session 6pm Criminal Justice Coord Board 8a.m.	20 Admin Cmte 5:30 p.m.	21	22
23 	24 Land Con 6:00 pm PD&T 6:15 pm	25	26 Human Svc Canceled	27  Thanksgiving	28 County Board Office Closed	29
30 						

DECEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec @ SW Branch Library 5:15pm	5	6
7	8 Executive Cmte 5:30 pm 	9	10	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 6:00 pm	18	19	20
21 	22 Land Con Plan Dev & Trans Tentative	23	24 Human Svc Tentative County Board Office Closed	25 Admin Tentative County Board Office Closed	26	27
28 	29	30	31 County Board Office Closed			

BROWN COUNTY COMMITTEE MINUTES

- Fire Investigation Task Force (September 18, 2014)
- Library Board (October 16, 2014)
- Revolving Loan Fund Committee (November 19, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on September 18, 2014, at 7:00 p.m., at Green Bay Fire Station #1, 501 S. Washington Street, Green Bay, WI.

Present: Joe Patenaude, Greg Steenbock, Kevin Tielens, Tom Hendricks, Dan Kerkhoff, Eric Johnson, Kyle Lauf, Rick Davidson, Doug Peters, Karl Linsmeier, Brad Neville, Ryan Meader, Randy Lind, Brad Muller, Angie Cali, Rob Gering, Tom Roberts, Kevin Krueger, Terry Rottier, Matthew Omdahl, Joe Gabe

Item #1. Adoption of Agenda.

Motion made by Steenbock and seconded by Davidson to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion made by Kerkhoff and seconded by Lauf to approve the minutes from the meeting of May 15, 2014. **Motion carried.**

Item #3. Report of Task Force Activities.

Gabe reported that the fire investigation unit was called out to the following fires since the last meeting:

07-23-14 5861 Van Lanen Rd., New Franken (residential/undetermined)
08-08-14 2222 Deckner Ave., Green Bay (Preble H.S./accidental)
08-24-14 1231 Brosig St., Green Bay (apartment complex/accidental)
08-30-14 322 S. Chestnut St., Green Bay (garage/arson)
08-31-14 1356 Thrush St., Green Bay (garage/accidental)
08-31-14 824 S. Maple Ave., Green Bay (garage/accidental)
09-01-14 460 Baird Creek Rd., Green Bay (pole bldg./undetermined)
09-03-14 3168 S. Ridge Rd., Ashwaubenon (Ridgeway Trailer/undetermined)
There was also a duplex garage fire in Allouez (accidental)

Item #4. Information from Board of Directors Meeting.

Gabe reported that the Board of Directors meeting was this morning, and he advised the Board that the new rig is in service. Gabe thanked Roberts, Linsmeier, Anderson, Kerkhoff, Lind, and Dhuey who helped with the switchover. Gabe stated it was brought up at the meeting that there is an issue with task force members not going out on fires and that the Board would rather have interns and investigators who want to go out. The Board suggested asking the task force members at tonight's meeting what they think should be the minimum requirement to stay on the task force.

Gabe presented this to the members. It was suggested that dispatch be called after a page regardless of whether or not you will be able to respond. It was suggested adding another checkbox to dispatch's response sheet to include "Available, But Not Needed". That way, it shows you did have intentions on responding to a fire, but they already had enough members going out.

The Board of Directors moved to pay the Wisconsin IAAI membership dues for all members of the task force. It was brought up that nonmembers get charged \$50 more per IAAI conference and that it costs \$25 per year to be a member. Therefore, the task force would save money by paying the membership dues. When you get the notice for dues, give it to Barb Peters.

There is about \$15,000 left in the budget this year.

Item #5. Old Business.

Gabe stated that he is going to look at a new software program for fire reports that would be easier and quicker to use.

Muller reported that Tri-County Fire is donating \$1,000 and Ledgeview Fire donated \$500 towards the rig. Items needed include Pelican lights, hand lights, and clothing. Email Gabe with any other ideas for equipment.

Item #6. New Business.

No new business was discussed.

Item #7. Juvenile Firesetter Business.

It was reported that six juveniles have gone through the program.

Item #8. Other Business.

No other business was discussed.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting is set for December 4, 2014, at 7:00 p.m., at Howard Fire Station #1, 2456 Glendale Avenue, Green Bay, WI.

Motion made by Hendricks and seconded by Johnson to adjourn the meeting portion. **Motion carried.**

FITF General Membership
September 18, 2014
Page 3 of 3

Item #10. Training.

Training after the meeting involved going over the new rig.

Respectfully submitted,

Marsha Laurent
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 16, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, NATHAN JESKE, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI, BOB NIELSEN, TIM NIXON, and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Mr. Lyle Wilquet (GB Resident)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:52 p.m. There was not a quorum of the board.

APPROVE CONSENT ITEMS

a. Agenda There were no changes to the agenda. In consideration of Mr. Wilquet's time, item 7b was moved to the beginning of the agenda.

John Van Dyck joined the meeting at 5:57p.m. making a quorum.

b. Minutes There were no changes to the minutes and they stand approved. Motion by C. Buboltz, seconded by N. Jeske, to approve the September 18 and 30, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Mr. Wilquet was in attendance for discussion about agenda item 7b. He addressed the board and asked if a decision was made about a DVD he would like to see removed from the library's collection.

L. Stainbrook suggested not judging a DVD by a cover and suggested reading the sleeve for further information about the DVD and noted had Mr. Wilquet done this he probably wouldn't have checked it out. It was noted that staff cannot watch every single DVD or read every single book that is added to the collection. The library relies on the standards that are accepted nationally as well as published reviews when making decisions about items selected for the collection.

Mr. Wilquet asked again if this title is appropriate for the collection. N. Jeske commented that there is a responsibility of the person checking out material. There is an expectation that the viewing audience is going to take onus and reminded that there are policies in place that prohibit children (under 18) from checking out certain materials.

Mr. Wilquet remained of the opinion that the library should not offer a DVD that he finds unacceptable. The board agrees that personal opinions cannot restrict what is offered as long as standards for selection are followed.

K. Pletcher thanked Mr. Wilquet for attending and he left the meeting.

7b. Review and Approve Changes to Collection Development Policy

Changes to the Collection Development Policy included adding language indicating the use of the Motion Picture Association of America (MPAA) film rating system and the Recording Industry Association of America (RIAA) music rating system to the general selection criteria.

Motion by J. Van Dyck, seconded by C. Buboltz, to approve the addition of motion picture and music ratings in the Collection Development policy. **Motion carried.**

STRATEGIC PLAN

A summary report of the Edge assessment survey was distributed. This survey scores libraries based on national benchmarks on public access technology. It diagnoses the areas where libraries are doing very well and other areas that need improvement or additional resources. The resulting action plan envelopes the library's strategic plan. Library staff has already begun to implement some suggested activities.

LIBRARY BUSINESS

a. Accept Brown County Internal Audit Report The library came through the audit very well. Management implemented some procedural and policy changes a result of the audit's findings. There are two remaining items that need addressing. One is related to working with the vendor to correct and streamline the deposit and reconciliation process for Central's self-checks; and the other centers around having two people open the mail, track checks received and validating their receipt to appropriate destination. To date, only a limited number of checks have been received and no problems have been reported. Follow-up results will be

forwarded to County Internal Auditor and Administration to determine if any changes to procedure need to be made. **Motion** by J. Van Dyck, seconded by C. Wagner to receive and place the internal audit report on file. **Motion carried.**

b. Information Services Report The October Information Services Report was presented and there were no questions.

c. Financial Manager's Report, Bills and Donations There were no bills out of the ordinary. L. Denault distributed the September financial statement including a narrative on the statement, and the September Gifts, Grants and Donations reports. **Motion** by C. Buboltz, seconded by N. Jeske, to approve the September financial statement and Gifts, Grants & Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
September 2014**

Gifts & Donations

09/01/14	Central Donation Box (various donors)	16.00	Children's Garden
09/11/14	Friends of Brown County Library	2,673.00	Ashwaubenon Signage
09/11/14	Green Bay Community Service Club	200.00	Children's Classes/Events
09/11/14	Focus on Energy	710.00	Central Light Poles
09/18/14	Marquette Park Neighborhood	200.00	Southwest Materials
09/18/14	Friends of Brown County Library	315.82	Children's Toys
09/18/14	Friends of Brown County Library	352.20	Every Child Ready to Read
09/18/14	Friends of Brown County Library	282.00	Constant Contact
09/18/14	The Celebrate Committee Inc.	250.00	Kress Children's Materials
09/25/14	James & Anita Hayes	200.00	Southwest Improvements
09/01/14	Ashwaubenon	24.87	Donation Box
09/01/14	Bookmobile		Donation Box
09/01/14	East	25.83	Donation Box
09/01/14	Weyers/Hilliard	13.00	Donation Box
09/01/14	Central Circulation		Donation Box
09/01/14	Kress	18.74	Donation Box
09/01/14	Pulaski		Donation Box
09/01/14	Southwest	26.34	Donation Box
09/01/14	Wrightstown	15.04	Donation Box
	Total Donations	\$ 5,322.84	

Federal & State Grants

09/25/14	AT&T	\$ 5,203.20	E-Rate Funds
09/30/14	Nicolet Federated Library System	119.45	Continuing Education
09/30/14	Nicolet Federated Library System	2,317.82	Collection Development
	Total Grants	\$ 7,640.47	

Motion carried

d. Bookmobile

i. Review Bookmobile Assessment report Lamers Bus Lines inspected the Bookmobile and provided a report with repair recommendations.

ii. Approve Bookmobile Repairs The suggested replacement of the slack adjusters is important since it is directly related to safety. The estimate to replace the slack adjusters is \$870.98. **Motion** by J. Van Dyck, seconded by C. Wagner, to replace the Bookmobile's slack adjusters and evaluate the solenoid and clean and repair as needed. **Motion carried.**

e. Facilities Report

i. Update from Facilities Committee J. Van Dyck reported that the committee has discussed every location except the Central Library. There has been general discussion about facility needs and program needs with the intention to classify and rank these needs. A summary report will also indicate the necessary funding to realize improvements.

A better estimate for the Southwest Branch addition was desired at the last Ed. & Rec. meeting. Some felt the \$60,000 estimate from Boldt for architectural drawing was too high. Supervisor Lund offered to reach out to the firm that worked for the zoo with the hope that the initial architectural drawings could be obtained for very little or no cost. It was also commented that there may be more cost-

effective ways to enlarge the branch. Supervisor Lund was willing to bring something back to next Ed & Rec. Supervisor La Violette questioned why this was being done outside of the library board. J. Van Dyck supports involving the library board.

C. Beyler reported on other facility projects: the furnace in the leased space at the Kress Family Branch is 60% complete; the retrofit of lights at Kress is 40% complete. The fan has been received for the Weyers-Hiliard Branch but the lights have not yet been received. Emergency lights and area lighting installation at the Central Library are complete with only a few items remaining on the punch list. The contractor for this project went bankrupt but a different electrician will be secured to finish the punch list. C. Beyler and L. Stainbrook met with Jim Kroll from Trane to assess certain parts of owned facilities at no cost. Chad Weininger contacted Jim Kroll who indicated that he will send a list of what they could and would do. The Library Board will listen to recommendations that Trane may present but there is no promise of entering into a contract to have work completed. The biggest concerns are Central's air handlers, vents, coils and windows.

Some concrete work is being done at the Central Library including the ramps at the parking lot entrance, a section from the emergency exit near Madison Avenue, and a small pathway near Monroe Avenue that is a common cut-through (WPS is paying half of that cost).

PERSONNEL COMMITTEE

a. Approve Table of Organization Changes A summary of personnel and Table of Organization changes made by the Director as authorized under the policy allowing for said changes if cost neutral was presented. The Central Research supervisor will be managed temporarily by the Circulation and Technical Services Supervisor, Otnie Dechert. This position will be re-posted after a new director is hired. The East Branch Supervisor has taken over supervision of the Denmark Branch. There was an increase in pay for Bobbie Kuehn, the East Branch supervisor because of additional duties. **Motion** by C. Buboltz, seconded by N. Jeske, to approve the cost-neutral Table of Organization changes. **Motion carried.**

b. Approve Personnel Pay Increases - deferred until December meeting.

APPROVE LIBRARY POLICIES

a. Approve Changes to Meeting Rooms and Surrounding Grounds Use Policy

Motion by C. Buboltz, seconded by C. Wagner, to approve changing the language in the Meeting Rooms and Surrounding Grounds Use Policy defining the number of hours that make up a half day and full day. **Motion carried.**

c. Review and Approve changes to Internet and Public Computer Acceptable Use Policy

Motion by C. Buboltz, seconded by N. Jeske, to approve the amended Internet and Public Computer Acceptable Use policy and accompanying appendix. **Motion carried.**

BUDGET The Ed & Rec budget meeting is scheduled on Tuesday, October 28, at 4:45 p.m.

OLD BUSINESS K. Pletcher reports that the Outagamie County Board rejected the payment offer presented by Brown County. The Library will pursue legal action for consideration of the full amount owed and the County Executive supports this.

PRESIDENT'S REPORT K. Pletcher presented and read a Resolution of Appreciation written for Lynn Stainbrook and also presented Lynn with a gift from the Library Board. K. Pletcher reported that the Friends of the Brown County Library agreed to fund the cost of Lynn Elam Consulting, a search firm, to seek a new director. Lynn Elam is scheduled to meet with the Library Management Team. Elam will build a pool, narrow and vet applicants and recommend 3-5 candidates. The Personnel Committee will work closely with her. The Library Board supports this interaction and noted that all information shall remain confidential. Candidates will have the opportunity to meet with staff, tour the libraries and possibly meet with local officials and county supervisors.

DIRECTOR'S REPORT

There were not any additions to the report.

NICOLET FEDERATED LIBRARY SYSTEM (NFLS)

a. Approve 2015 Resource Library Agreement Modified language suggested that instead of NFLS staff pulling items off the shelves to fill Interloan requests, BCL staff will. **Motion** by J. Van Dyck, seconded by C. Buboltz, to defer this item until the November meeting and to request staff to estimate the amount of extra time it would take to take on this work, as a means to determine the actual impact on staff. **Motion carried.**

b. Lease Negotiation Motion by J. Van Dyck, seconded by C. Buboltz, to defer discussion on this item until the Board was in closed session. **Motion carried.**

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – NFLS Lease terms. **Motion** by J. Van Dyck, seconded by C. Buboltz, to enter into closed session and invite attending staff to remain. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher. Nay: none. **Motion carried.**

Motion by J. Van Dyck, seconded by C. Buboltz to return to open session. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher.

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

The Library Board asked to be kept informed of further negotiation outcomes.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

L. Stainbrook thanked the Board and stated it was a pleasure and honor to work with all members of the Library Board, staff, County Board and Administration and noted that she learned a great deal. She is proud of the work that has been done recognizing that it could not have been accomplished without great team effort. She leaves behind a great administrative/management team. Living in Green Bay has been an excellent time in her and her husband's lives.

MEETING SUMMARY/NEXTMEETING PLANNING

ADJOURNMENT

Motion by J. Van Dyck, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

NEXT REGULAR MEETING

November 20, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

**(DRAFT) MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, November 19, 2014
Northern Building
305 E. Walnut Street, Conference Room 391
Green Bay, WI 54301
11:00 a.m.**

ROLL CALL:

Brent Miller		Ron Van Straten, Chair	<u>Exc</u>
Robert Patrickus	<u>X</u>	Chad Weininger	<u>X</u>
Charles Riley	<u>X</u>		

OTHERS PRESENT: Seaphes Miller and Lisa Harmann.

R. Patrickus called the meeting to order at 11:11 a.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the October 8, 2014, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Weininger, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing the updated loan application for Fusion Integrated Solutions, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing the updated loan application for Fusion Integrated Solutions, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by C. Riley, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to approve the original loan request for \$200,000 and seek to perfect a purchase money security interest on specific equipment up to \$150,000 plus junior interest on other business assets as laid out in the loan application and as directed by the Revolving Loan Committee. Motion passed unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a request for loan subordination for an existing loan to Shining Stars Pre-School & Childcare Center, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by C. Riley, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing the updated loan subordination for an existing loan to Shining Stars Pre-School & Childcare Center, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by C. Riley, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to provide subordination which will allow Community First Credit Union mortgage be increased to \$1,192,943.20 as requested. Subordination amount will carry over to the permanent financing by Community First Credit Union and Great Lakes Asset Corporation/SBA. Motion passed unanimously.

4. Other matters.

None.

5. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 12:13 p.m.